



**NOTICE OF VACANCY  
September 3, 2015**

**POSITION:** Director of Public Health

**DEPARTMENT:** Health

**SALARY:** Target hiring range is \$98,000 to \$102,000 based on qualifications, potential to advance to \$110,000 over time with performance incentives

**HOURS:** Monday – Friday 8:30 am – 5:00 pm

The Town of Framingham, a vibrant and diverse community of nearly 70,000 residents, seeks an experienced professional for the position of Director of Public Health. This is a management position that reports to the Town Manager and has accountability to the Town Manager and to the Board of Health under certain statutory and administrative situations governed by Board of Health.

The Director of Public Health is responsible for the direction, coordination, development and supervision of the public health needs of the community. The Director is a key position within the Town who will develop and oversee programs, policies and budget preparation for the Department of Public Health.

The ideal candidate is a proven leader of public health programs and initiatives, accustomed to working closely with a seasoned, knowledgeable staff and exemplifying leadership through action. Candidates must have a thorough and proven knowledge of the principles, practices and current developments in public health administration; ability to effectively communicate through writing, presentation and other means with the general community as well as the Town leadership.

The Director will be a coalition-builder across and within various departments of the Town and is skilled at driving policy and program development through consensus.

This is an excellent opportunity for the ideal candidate to shape the direction of public health in the Town of Framingham for many years to come.

**Position Purpose:**

Performs professional, supervisory, and technical work in developing, planning, managing, evaluating and providing for the public health needs of the community. Performs all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Plans and administers community health service programs, including prioritizing, monitoring and evaluating the effectiveness and efficiency of programs, developing and implementing plans to improve services.
- Identifies and evaluates the need for new programs for prevention and control of health problems; recommends and coordinates operations to implement new programs or modify existing ones.
- Oversees the implementation of Community Health Assessments, Community Health Improvement Plan, Strategic Planning, and other deliverables, lead up to and including Accreditation.
- Collaborates with Town leadership in applicable community and departments on identifying gaps in community health services.
- Participates in a variety of meetings, committees etc. regarding community health.
- Coordinates regulatory analysis, educational outreach with regard to Hazardous waste sites, emergency response to natural and manmade disasters, and infectious/communicable disease outbreak investigation of an endemic and pandemic nature (e.g. Ebola, Measles, etc...)
- Ensures proper expenditure of Departmental Budgets, including but not limited to, Grants, Tax Levy, Revolving, and Enterprise accounts.
- Coordinates public health programs in the community and acts as a public health liaison.
- Oversees the review, development, and implementation of policies, procedures, processes and guidelines in compliance with Massachusetts General Laws, Board of Health regulations, and Town bylaws.
- Advises the Town Manager, Board of Health, and other town departments in all community/public health matters.
- Complies, processes, researches and analyzes community health data and other information to identify trends and support programs.
- Represents the Board of Health at interdepartmental town, regional, state and other forums/meeting
- Required to attend training seminars and workshops in order to maintain current knowledge of public health service practices and regulations as well as to maintain required certifications/licenses.
- Performs similar or related work as required, directed or as situation dictates.

### **Recommended Minimum Qualifications:**

#### **Education, Training and Experience:**

Master's Degree in Public Health, Nursing or related field; Seven (7) or more years of progressively responsible professional level administrative experience in Public Health; supervisory experience; or any equivalent combination of education, training and experience. Certified MA Registered Sanitarian and/or Certified Health Officer a plus. Possession of a valid motor vehicle operator's license.

#### **Knowledge, Ability and Skill:**

*Knowledge:* Comprehensive knowledge of current public health issues, principles and practices. Knowledge of health promotion and disease prevention and health education models and population-based approaches.

*Ability:* Ability to read, analyze, and interpret common health and medical journals. Demonstrated ability to formulate goals and objectives and to establish and maintain effective contacts with a variety of groups and organizations in and outside the government, communicates effectively both written and verbal, delegates responsibility, works well with subordinates, and ability to manage multiple complex projects, ability to write grants, ability to lead the work of others.

*Skill:* Excellent planning and organizational skills. Excellent employee relations and customer skills. Skills in operating above mentioned equipment. Strong supervisory and interpersonal skills. Proficient computer skills. Strong written and oral skills.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

**Supervision:**

*Supervision Scope:* Exercises independent judgment and initiative in the planning, administration and execution of community health services, in the interpretation and application of laws, regulations and procedures, and in the direction of personnel. Performs a variety of responsible functions in accordance with state statutes and local bylaws.

*Supervision Received:* Works under the general direction of the Town Manager, and in accordance with applicable provisions of the Massachusetts General Laws, Board of Health regulations, and Town bylaws. Employee functions independently, referring specific problems to supervisor only when clarification or interpretation of policies or procedures is required.

*Supervision Given:* Supervises designated staff coordinating with the Chief of Community Health, four full-time employees, part time or per diem employees including: Public Health Nurse; Chief of Community Health; Community Health Worker, Community Intervention Specialist, Site Assessment Officer, Office Manager. In addition, manages Chief of Environmental Health and MA Registered Health Inspectors/Sanitarians. Hires, fires and disciplines direct reports.

**Job Environment:**

- Administrative work is performed under typical office conditions. Some field work is performed in the community under varying conditions, with exposure to various weather conditions, the hazards associated with construction sites, and chemical and biological hazards. Employee is required to attend occasional night meetings.
- Regularly operates motor vehicle; when in the office, operates computer and standard office equipment such as telephone, copier, and facsimile machine.

- Makes frequent contacts with the general public, other town departments, health care professionals and organizations, and professional staff at area foundations and non-profits; contact is by telephone, in writing, through personal meetings, and at local and regional meetings.
- Has access to confidential information including health records, pending public health-related investigations and other sensitive information.
- Errors in this position could result in loss of service and have financial ramifications.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Target hiring range is \$98,000 to \$102,000 based on qualifications, potential to advance to \$110,000 over time with performance incentives. Generous benefits package, including health, dental, disability and life insurance. As well as tuition reimbursement, college discount program for employees and family members, generous holidays, vacation commensurate with municipal experience, Flexible Spending Account, 457, on-site wellness events such as yoga and health screenings as well as various employee discounts with local businesses.

**Please visit our website:**

**<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>**

**The Town of Framingham is an Affirmative Action Equal Opportunity Employer.**